



STANDARDS OF APPRENTICESHIP

adopted by

YELM SCHOOL DISTRICT #2 APPRENTICESHIP COMMITTEE

(sponsor)

Skilled Occupational Objective(s):	DOT	Term
ADMINISTRATIVE ASSISTANT	205.367-010	4000 HOURS
ADMINISTRATIVE CLERK	219.362-010	4000 HOURS
AUDITOR	210.382-010	4000 HOURS
DRIVER EDUCATION INSTRUCT (IN CAR)	099.223-010	4000 HOURS
FACILITIES CUSTODIAL SERVICE TECHNICIAN	382.664-010	4000 HOURS
FOOD SERVICE SPECIALIST	313.381-030	2000 HOURS
GROUNDS MAINTENANCE SPECIALIST	406.687-010	4000 HOURS
HEAVY DUTY MECHANIC	620.261-022	8000 HOURS
INSTRUCTIONAL AIDE	099.327-010	2000 HOURS
MAINTENANCE REPAIRER	899.381-010	4000 HOURS
SECRETARY	201.362-030	4000 HOURS
WAREHOUSEMAN	929.687-030	2000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

JULY 16, 1987

Initial Approval

JANUARY 16, 2004

Committee Amended

OCTOBER 18, 2002

Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Purpose of Program:

The purpose of this program is to establish an on-the-job training program, which will lead to the status of administrative assistant, administrative clerk, auditor, driver education instructor (in car), facilities custodial service technician, food service specialist, grounds/maintenance specialist, heavy-duty mechanic, instructional aide, maintenance repairer, secretary, and warehouseman.

The continuing need for trained and experienced administrative assistants, administrative clerks, auditors, driver education instructors (in car), facilities custodial service technicians, food service specialists, grounds/maintenance specialists, heavy duty mechanics, instructional aides, maintenance repairers, secretaries, and warehousemen required that we take this action as soon as practical in order to continue performing the high standards required by Yelm School District.

The program will provide the means for existing employees to further develop his/her skills, knowledge and abilities. It will also supplement the existing work force and provide

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qualified administrative assistants, administrative clerks, auditors, driver education instructors (in car), facilities custodial service technicians, food service specialists, grounds/maintenance specialists, heavy-duty mechanics, instructional aides, maintenance repairers, secretaries, and warehousemen in the future.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

This program shall comprise the area boundaries of the Yelm School District.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **At least 18 years of age.**

Education: **a. High school graduate or G. E. D.**
 b. Able to read and write the English language and perform shop mathematical computations.

Physical: **Meet basic physical standards: pass district's required physical examination and be able to lift in excess of 50 pounds.**

Testing: **None**

Other: **a. A heavy-duty mechanic must provide documents, which clearly show evidence of mechanical experience or vocational training.**
 b. A heavy-duty mechanic must be in possession of or able to obtain a Washington State Motor Vehicle Operator's license with intermediate endorsement.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Exempt by reason of Yelm School Board Affirmative Action Plan as per WAC 296-05-405(1)(b)(iv).

B. Equal Employment Opportunity Plan:

Exempt by reason of Yelm School Board Affirmative Action Plan as per WAC 296-05-405(1)(b)(iv).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship is as follows:

Hours of Employment

Administrative assistant	4000
Administrative Clerk	4000
Auditor	4000
Driver education instructor (in car)	4000
Facilities Custodial Service Technician	4000
Food Service Specialist	2000
Ground Maintenance Specialist	4000
Heavy duty mechanic	8000
Instructional Aide	2000
Maintenance Repairer	4000

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Secretary4000
Warehouseman.....2000

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period for apprentices will not exceed 20% of the Yelm Joint Apprenticeship and Training Committee Hours - maximum probationary period is as follows:

- For 2000 hours - 400 hours**
- For 4000 hours - 800 hours**
- For 8000 hours - 1600 hours**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

For one (1) journey-level worker employed, employer may have one (1) apprentice.

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VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Administrative Assistant:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	55%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	85%

B. Administrative Clerk:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	90%

C. Auditor:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	90%

D. Driver Education Instructor (in car):

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	70%

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4	3001 - 4000 hours	80%
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E. Facilities Custodial Service Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	85%
4	3001 - 4000 hours	95%

F. Food Service Specialist:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	90%
2	1001 - 2000 hours	96.8%

G. Grounds Maintenance Specialist:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	94%
2	2001 - 4000 hours	97%

H. Heavy Duty Mechanic:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	65%
2	2001 - 4000 hours	75%
3	4001 - 6000 hours	85%
4	6001 - 8000 hours	95%

I. Instructional Aide:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	80%

J. Maintenance Repairer:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	93.7%
2	2001 - 4000 hours	96.9%

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K. Secretary:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	90%

L. Warehouse man:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	95%
2	1001 - 2000 hours	96.8%

The wage for each trade objective shall be submitted for approval and shall remain in effect until amended.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Administrative Assistant:</u>	<u>APPROXIMATE HOURS</u>
1. Input data on computer	500
2. Transcribes dictation using a dictaphone	500
3. Keeps directors and superintendents apprised of important matters needing attention.....	500
4. General office procedures	500
5. Provides information and assistance to callers and visitors.....	500
6. Equipment operation	500
7. Arranges district and community programs	500
8. Secretary to the school board.....	500
TOTAL HOURS:	4000

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<u>B. Administrative Clerk:</u>		<u>APPROXIMATE HOURS</u>
1.	Input data on computer	900
2.	Filing.....	100
3.	Receptionist duties	400
4.	General office procedures	500
5.	Payroll records	600
6.	Organize and update all trade information manuals and related data	500
7.	Record and update routine financial data	600
8.	Review and monitor trade periodicals (newspaper articles, political information relating to the industry).....	400
TOTAL HOURS:		4000

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C. <u>Auditor:</u>	<u>APPROXIMATE HOURS</u>
1. Input data on computer	1000
2. Filing.....	200
3. General office procedures	400
4. Receptionist duties	400
5. Organize and update all trade manuals and related data.....	500
6. Record and update routine financial data	900
7. Bookkeeping	600
TOTAL HOURS:	4000

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<u>D. Driver Education Instructor (in car):</u>		<u>APPROXIMATE HOURS</u>
1.	Driving Skills	2650
2.	Motivation.....	100
3.	Coping Skills (anger control)	50
4.	Self esteem.....	100
5.	Discipline.....	200
6.	Time management skills	80
7.	Organizational skills	80
8.	Computer operation.....	500
9.	Material research and preparation	200
10.	First aid	40
TOTAL HOURS:		4000

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E. Facilities Custodial Service Technician: **APPROXIMATE HOURS**

1. Safety250
 - a. Industrial First Aid
 - b. Hazardous Material
 - c. Chemical Identification Safety
 - d. Emergency Procedures
 - e. Equipment Safety & Eye Protection
 - f. OSHA/WISHA/EPA Standards/Regulations
 - g. General Safety
 - h. Industrial Accidents/Reporting

To include all the necessary documents and reporting forms related to safety.

2. Facilities Operating Responsibilities500
 - a. Permits and Licenses
 - b. Heating/Ventilation
 - c. Security
 - d. Utilities
 - e. Boilers
 - f. Internal Building Layout, Plans, Diagrams
 - g. Specialty Equipment
 - h. Swimming Pools, Spas and Related Equipment
3. Organization of Facilities Care.....250
 - a. Building Interior
 - b. Building Exterior
 - c. Grounds, Parking Lots and Walkways
 - d. Cleaning Standards (What is Clean)
 - e. Cleaning Schedules
 - f. Cleaning Frequency
 - g. Time on Task/Time Management
4. Cleaning Equipment And Supplies250
 - a. Safety
 - b. Chemical and Material Selection, Handling and Storage
 - c. Equipment Selection/Specifications
 - d. Supply Selection/Stocking
 - e. Spare Parts and Materials
 - f. Preventive Maintenance
 - g. Ordering, Shipping, Receiving and Inventory
5. Area Cleaning.....500
 - a. Entrance Ways, Hallways or Corridors
 - b. Rooms, General

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- c. Specialty Areas
 - d. Restrooms
 - e. Cafeteria and Food Preparation Areas
 - f. Industrial Areas
 - g. Swimming Pools, Spas and Related Exercise Equipment
 - h. Showers and Locker Rooms
 - i. Offices
 - j. Trash and Refuse
6. Surface Maintenance and Cleaning1750
- a. Floors and Floor Surface
 - (1) Resilient
 - (2) Hard Floors
 - (3) Floor Cleaning
 - (4) Carpets
 - (5) Athletic Services
 - b. Walls
 - (1) Internal
 - (2) External
 - c. Roofs
 - (1) Inspection
 - (2) Cleaning
 - d. Windows
 - e. Doors
 - f. Furnishings
7. Employment Relations and Communications500
- a. People Skills
 - b. Conflict Resolution
 - c. Supervisor/Evaluation
 - d. Communication and Reporting
 - e. Manpower Scheduling
 - f. Multi-Cultural Awareness

TOTAL HOURS: 4000

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<u>F. Food Service Specialist:</u>	<u>APPROXIMATE HOURS</u>
1. Entree/Main Dishes.....	500
2. Baking	500
3. Fruits & Vegetables	400
4. A la Carte.....	200
5. Dishwashing/Sanitation	100
6. Cashiering/Technology	200
7. Menu Planning/Record keeping	100
TOTAL HOURS:	2000

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<u>G. Grounds Maintenance Specialist:</u>		<u>APPROXIMATE HOURS</u>
1.	Equipment Utilization600 Mowers, edgers, trimmers, blowers, vacuums, sprayers, saws and watering units	
2.	Equipment Maintenance200 Oiling, greasing, fueling, sharpening, adjusting and setting	
3.	Lawn Mowing/Trimming and Edging of Improved Areas800 a. Mowing lawn areas and recreational areas b. Trimming around trees, plants, rockeries, curbs, sidewalks and other obstacles c. Edging lawn areas, expansion joints and recreational areas	
4.	Watering400 Controlling erosion and application to create or develop proper moisture depth	
5.	Fertilizing.....150 Proper application to lawns, recreation fields, planting areas, trees, scrubs or hedges.	
6.	Mechanical Weeding and Cultivation.....300 a. Removal of undesirable plant growth from landscaping areas b. Aeration of soil for proper irrigation c. Methods of weed control in semi-and improved areas	
7.	Sodding and Re-sodding.....250 Preparation, installation, fertilization and irrigation of new or replacement sod	
8.	Pruning.....300 Trimming, shaping, thinning and removal of shrubs, hedges and trees	
9.	Application of Bank and Other Ground Cover300 Mining and placement by hand or mechanical techniques	
10.	Mechanical Vegetation Control.....400 a. Semi-improved areas b. Unimproved area	
11.	Chemical Utilization200 a. Soil sterilants	

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- b. Selective and non-selective herbicides
- c. Pesticides
- d. Fungicides

12. Debris Clean-Up.....100
Mechanical and hand clean-up of parking lots, sidewalks, streets,
recreational areas and other hard surface areas

TOTAL HOURS: 4000

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<u>H. Heavy Duty Mechanic:</u>	<u>APPROXIMATE HOURS</u>
1. Orientation.....	750
a. Safety	
b. State specification	
c. State inspection	
d. Operation of equipment	
e. Maintenance of records	
2. Preventative maintenance and service (shall include the following:) ...	1500
a. Cleaning and inspecting parts	
b. Lubes, oils, and fuels	
c. Minor adjustments, testing and trouble shooting of equipment	
d. Welding, cutting and fabrication	
e. Assisting journey-level mechanic	
3. Engines (shall include the following:)	1750
a. Operation, maintenance and repair of diesel, gasoline 2 and 4 cycle engines with attached driven units including compressors, water pumps, ac/dc generators and electric motors.	
b. System trouble shooting and repair of: air systems, fuel systems, lubrication systems, cooling systems, engine braking systems, and engine electrical starting and charging systems	
4. Power trains (shall include the following:)	1500
a. Wet and dry clutches	
b. Standard transmissions	
c. Torque converters	
d. Power shift transmissions	
e. Drive lines	
f. Differentials-final drives	
g. Brakes (air/hydraulic, electric, mechanical)	
h. Tires, wheels and hubs	
i. Cabs, bodies and frames	
5. Control systems (shall include the following:).....	1500
Mechanical levers cable, hydraulic, air, electrical (and combination thereof), control and instrument panels, switch gear valves, solenoids and motor distribution systems	

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- 6. Body fender and painting.....1000**
 - a. Correcting damage**
 - b. Refinishing and spotting, primary and sanding**
 - c. Parts replacement**
 - d. Aligning and finishing**

TOTAL HOURS: 8000

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<u>I. Instructional Aide:</u>	<u>APPROXIMATE HOURS</u>
1. Direct math, reading, language and writing instruction.....	900
2. Motivation.....	50
3. Coping skills (anger control).....	25
4. Discipline.....	100
5. Self-esteem	50
6. Art.....	50
7. Computer	250
8. Materials research and preparation.....	100
9. Adapting materials.....	100
10. Organizational and time management skills	35
11. Background information dealing with child abuse, alcoholism and parenting skills.....	300
12. First Aid	40
TOTAL HOURS:	2000

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<u>J. Maintenance Repairer:</u>		<u>APPROXIMATE HOURS</u>
1.	Orientation.....	200
	a. Terminology	
	b. Maintenance procedures	
	c. Safety procedures/fire prevention	
	d. Building codes	
2.	Tool Usage & Care.....	1100
	a. Hand tools	
	b. Power tools	
	c. Electronic controls/computer equipment	
3.	Preventive Maintenance	700
	a. Record keeping (work orders)	
	b. Proper use of usable spare parts	
	c. Inventory systems	
	d. Purchase ordering procedures	
	e. Quality control procedures	
4.	Repair & Maintenance	2000
	a. Interior structure	
	b. Exterior structure	
TOTAL HOURS:		4000

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<u>K. Secretary:</u>	<u>APPROXIMATE HOURS</u>
1. Input data on computer.....	571
2. Relays messages and instructions from supervisor to other staff members	571
3. Keeps supervisor apprised of important matters needing attention	571
4. Types letters, narratives and statistical memoranda and reports.....	574
5. Provides information and assistance to callers and visitors.....	571
6. Prepares and distributes agenda for meetings	571
7. Schedules appointments for employer	571
TOTAL HOURS:	4000

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<u>L. Warehouseman:</u>		<u>APPROXIMATE HOURS</u>
1.	Orientation.....	300
	a. Terminology	
	b. Maintenance procedures	
	c. Methods of shipment and costs	
2.	Receiving.....	1000
	a. Receives goods and places in stock inventory	
	b. Inspects for freight damage and makes proper claims	
	c. Completes all paper work and return to business office	
	d. Keep yearly records of all items received	
3.	Inventory & Stock Control	600
	a. Keeps inventory of warehouse	
	b. Adds all new items to District inventory	
	c. Keeps track of all back orders	
4.	Housekeeping of Warehouse.....	100
	Safety procedures	
TOTAL HOURS:		2000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☐ () A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☐ () Training trust
- ☒ (X) Other (specify): **New Market Skills Center**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

NONE

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. The standards for selection of apprentices shall be administered consistent with affirmative action and shall not be in conflict with any legislation pertaining to this subject. All applications for the apprenticeship program shall be considered on the basis of qualifications and meet the standard requirements established by the Yelm School District Apprenticeship Committee for hourly employees.**
- 2. Management and labor will abide by the Apprenticeship Committee's decision.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

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Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action will be sent to the apprentice

- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

- Within: 30 days of apprentice's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 days of final action
- Apprentice must submit the complaint in writing to the supervisor (L&I)
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local committee/organization

- Within: 30 days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

- Within: 30 days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 days after hearing
- WSATC to issue written decision

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XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.
- Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed

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- Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

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3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

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3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

The employer representatives shall be:

Gloria Hunter, Secretary
PO Box 476
Yelm, WA 98597

Jerrold Jenkins
Transportation Department
PO Box 476
Yelm, WA 98597

Cecelia Jenkins
Special Projects
PO Box 476
Yelm, WA 98597

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The employee representatives shall be:

Lary Wright, Chairman
Transportation Office
PO Box 476
Yelm, WA 98597

Luann Webb
PO Box 476
Yelm, WA 98597

Janice McIntyre
PO Box 476
Yelm, WA 98597

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE